

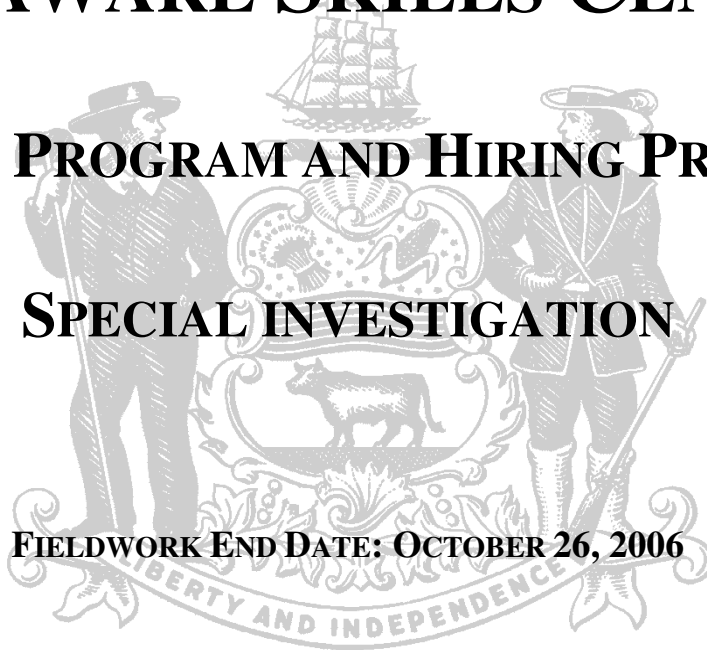
STATE OF DELAWARE
OFFICE OF
AUDITOR OF ACCOUNTS

DELAWARE SKILLS CENTER

NURSING PROGRAM AND HIRING PRACTICES

SPECIAL INVESTIGATION

FIELDWORK END DATE: OCTOBER 26, 2006



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EXECUTIVE SUMMARY

ALLEGATION

The Office of Auditor of Accounts (AOA) received the following allegations regarding the Delaware Skills Center (DSC):

1. DSC does not maintain records for the nursing program indicating (a) enrollment and graduation figures or (b) success of the nursing program as denoted by the number of students hired as nurses or certified nursing assistants.
2. The Director of DSC shows preferential hiring practices by hiring people who assist him in getting bills passed by state legislature.

BACKGROUND

DSC is part of the Adult Education Division of the New Castle County Vocational-Technical School District. DSC educates students in the following trades:

- Business Computer
- Certified Nursing Assistant
- Medical Billing & Coding
- Computer Network Troubleshooting
- Construction Electric
- Heating Ventilation and Air Conditioning (HVAC)
- Industrial Pipefitting
- Welding
- Youth Construction
- Licensed Practical Nursing (LPN)

CONCLUSIONS AND OBSERVATIONS

DSC maintains the following records for the nursing program:

- Enrollment and graduation figures,
- Performance targets, and
- Statistics indicating if performance targets were met.

Individuals hired by DSC meet or exceed the minimum job qualifications. DSC complied with established hiring policies/practices.

The allegations are unsubstantiated.

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AUDIT AUTHORITY

Title 29, Del. C. c. 29 authorizes the Auditor of Accounts to file written reports containing:

1. Whether all expenditures have been for the purpose authorized in the appropriations;
2. Whether all receipts have been accounted for and paid into the State Treasury as required by law;
3. Any illegal and unbusinesslike practices;
4. Recommendations for greater simplicity, accuracy, efficiency and economy; and
5. Such data, information and recommendations as the Auditor of Accounts may deem advisable and necessary.

ALLEGATION AND BACKGROUND

ALLEGATION

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- Welding
- Youth Construction
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OBJECTIVES, SCOPE, & METHODOLOGY

OBJECTIVES

The objectives of the investigation were:

1. To determine if DSC maintains enrollment and graduation figures for the nursing program.
2. To determine if DSC utilizes a method to track the success of the nursing program, such as the number of students hired as nurses or certified nursing assistants.
3. To determine if qualified people are hired for positions at DSC.

SCOPE

The scope of the investigation was:

- Enrollment and graduation figures for Fiscal Years 2005 and 2006 (FY05 and FY06);
- Records denoting hiring ratios for FY05 and FY06 graduates; and
- Review of employees for FY06.

The investigation was performed in accordance with the President's Council on Integrity and Efficiency, *Quality Standards for Investigations*.

METHODOLOGY

Investigative techniques included:

- Interviews and inquiry.
- Inspection and confirmation of documentation.

The investigation consisted of the following procedures:

- Obtain, review, and summarize the number of students enrolled in and graduated from the nursing program during FY05 and FY06.
- Determine DSC's method of determining the success of the nursing program.
- Obtain, review, and summarize the number of students who were hired as nurses or certified nursing assistants.
- Determine the types of personnel employed by DSC.
- Determine the hiring policies of DSC.
- Obtain job descriptions and established qualifications.
- Obtain and review personnel records to determine if employees possess qualifications.
- Determine if hiring policies were followed.

OBSERVATIONS AND CONCLUSIONS

OBSERVATIONS

DSC offers day and evening courses for Practical Nursing. The day course consists of a 12-month course of study. The evening course consists of an 18-month course of study. Both day and evening courses provide academic instruction in the classroom and clinical settings. The day course is funded through a Department of Labor Workforce Investment Act grant. Upon completion of the Practical Nursing course, students are prepared to take the National Council Board of Nursing Licensure examination.

During academic year 2004-2005, the day course enrollment was 24 students. Twenty of the students completed the course. The 20 students who completed the course passed the licensure examination and were employed after 90 days of licensure. During academic year 2005-2006, the day course enrollment was 22 students. Twenty of the students completed the course. Nineteen of the students who completed the course passed the licensure examination; 90 percent of the students were employed after 90 days.

The length of the evening program is 18 months; hence, documentation for the evening program was reviewed for the period July 2004 through December 2005. Eighteen students were enrolled in the evening program; 15 of the students completed the course. Fourteen of the students who completed the course passed the licensure examination. The evening course is not part of the Department of Labor Workforce Investment Act grant. Benchmarks and measurements of performance are not required for the evening program.

A contract exists between DSC and the Workforce Investment Board of the Delaware Department of Labor. This contract establishes performance targets for the day course:

- FY06 - 22 students enrolled of which 15 will receive credentialing and 15 will be placed in 90 days of continuous employment.
- FY05 - 23 students enrolled of which 18 will receive credentialing and 18 will be placed in 90 days continuous employment.

DSC staffs the day and evening programs with a Director, clerical support, instructors, and specialists (e.g., guidance counselor and financial operations). DSC maintains hiring policies/practices and job descriptions/specifications. A review of documentation for 19 staff indicated that minimum qualifications were met. A review of files for five staff indicated that hiring policies/practices were followed.

CONCLUSIONS

DSC maintains the following records for the nursing program:

- Enrollment and graduation figures,
- Performance targets, and
- Statistics indicating if performance targets were met.

Individuals hired by DSC meet or exceed the minimum job qualifications. DSC complied with established hiring policies/practices.

The allegations are unsubstantiated.

DISTRIBUTION OF REPORT

Copies of this report have been distributed to the following public officials:

Executive

The Honorable Ruth Ann Minner, Governor, State of Delaware

Legislative

The Honorable Russell T. Larson, Controller General, Office of the Controller General

Other Elective Offices

The Honorable Carl C. Danberg, Attorney General, Office of Attorney General

Other

The Honorable Valerie Woodruff, Secretary, Department of Education

Dr. Steven H. Godowsky, Superintendent, New Castle County Vocational-Technical School District

Jason S. Hale, CPA, Director, Business, New Castle County Vocational-Technical School District

Mr. John F. Lynch, Jr., President, Board of Education, New Castle County Vocational-Technical School District